



ENERGY MANAGEMENT TECHNICIAN

Rev. Jan 2026

Job No.: 7A04

Reports to: Energy Manager

Dept./Campus: Energy Management

FLSA Status: Non-exempt

Pay Grade: 710

Term: 247 Days

PRIMARY PURPOSE:

To operate, maintain and improve the District's energy management systems with the purpose of optimizing energy efficiency, occupant comfort and indoor environmental quality.

MAJOR RESPONSIBILITIES AND DUTIES

- Ensure proper operation of District's energy management systems.
- Troubleshoot and perform repairs, replacement, calibration, and adjustments to energy management systems.
- Modify existing DDC code programs
- Upgrade existing conventional controls to DDC.
- Design, install, and program new DDC controls and displays.
- Install communication conduit, wiring, and control devices as needed
- Troubleshoot HVAC systems and equipment malfunctions to perform duties, and relay any diagnosis to Plant Services HVAC technicians for repair
- Perform preventative maintenance to energy management systems components/devices.
- Train appropriate District maintenance staff to use DDC system to trouble equipment.
- Coordinate with professional consultants and contractors regarding work performed on DDC controls, HVAC and Lighting in the District
- Assist with commissioning for contracted work on new and existing mechanical equipment and DDC controls
- Assist with scheduling equipment and systems for requested facility usage.
- Perform product review and testing of any EMS System components.
- Review quotes for: parts, materials, and labor associated with installation and repairs
- Order any needed parts and/or materials to maintain an appropriate inventory
- Coordinate and assist supporting departments (ie. Plant Services, Technology, etc.) to maintain equipment and software associated with the Energy Management Program.
- Participate in energy management planning, conservation, and cost avoidance strategies.
- Perform and/or assist in regular energy audits.
- Respond to after-hours calls on HVAC and lighting as appropriate.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- High School Diploma or GED.
- Certification in Electrical Systems or Heating, Ventilation and Air Conditioning (HVAC) strongly preferred.
- Three years' experience in the facility management or construction field.

All LISD employees are expected to maintain an extreme degree of confidentiality by following the *Family Educational Rights and Privacy Act (FERPA)* for student information and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.

Knowledge/Skills/Abilities:

- Knowledge of energy management program development and implementation; and computer and software to develop spreadsheets and databases; operation, maintenance, and repair of HVAC equipment and systems; programming and control sequences of new and existing HVAC/lighting equipment
- Ability to analyze and interpret data; implement policy, procedures, and data; read and interpret blueprints and schematics; conduct on-site inspections of all District facilities; and possess strong organization, communication, and interpersonal skills.

Mental/Physical/Environmental Demands:

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Ability to understand, remember and apply oral and/or written instructions of other information.
- Ability to work independently and/or as a group.
- Ability to work through frequent interruptions.
- Must move about within buildings to perform maintenance work.
- Routinely ascend/descend a ladder.
- Constantly position self to be able to reach items on ground or above head.
- Frequently moves items weighing up to 50 pounds.
- May be exposed to high or low outside temperatures.
- Work on rooftops, mezzanines, crawl spaces, mechanical rooms, above drop ceilings and in other enclosed spaces.
- Work in tiring and uncomfortable positions.
- Exposure to loud noises.
- Operate a District vehicle.
- Use mechanical/hydraulic lifts to access equipment for service.
- Travel frequently District wide.
- Maintain composure and professionalism at all times.